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## **Letter of Intent**

### **LSTA Digital Imaging Grants & Missouri Digital Heritage Contributed Collections**

#### **Instructions for Submittal:**

All prospective applicants for LSTA Digital Imaging Grants must submit a Letter of Intent prior to the actual application. This gives the State Library the opportunity to preview projects and discuss problems or unclarities with applicants before they actually draft their application. The goal of the Letters of Intent is to generate more well-planned and fundable digital imaging projects that can make significant contributions to the Missouri Digital Heritage statewide digitization program and to Missouri's online historical resources.

Institutions that would like to have a historical collection considered for digitization in the Missouri Digital Heritage imaging center and uploaded to the CONTENTdm database should also submit a Letter of Intent.

Letters of Intent should include, at a minimum, the following:

- Institution name & address and project manager contact information.
- Scope, content and historical significance of the collection to be digitized.
- Physical description of the collection.
- Description of existing cataloging, finding aids or other inventory of the collection.
- Technical infrastructure in place at the institution (personnel, equipment, etc.)
- Planning process for the project.
- Technical issues in the project.
- Copyright statement.

**Please have the letter signed and dated and fax it to: 573-751-3612 -- Attn: Matt Butler**  
**Or scan the signed letter and send as an attachment to [matthew.butler@sos.mo.gov](mailto:matthew.butler@sos.mo.gov)**